



Contracts Spreadsheet Data Definitions

General:

The contracts spreadsheet is designed to gather information on contracts between transitioning agencies and their suppliers.

The spreadsheet consists of 28 columns of information.

Data Definitions:

1.	Agency No.	State assigned agency code
2.	Name	Name of the Agency
3.	Agency Size	Always "Large"
4.	Service Provider Name	Name of the supplier with whom the agreement was signed or Purchase Order issued to.
5.	Annual Cost	The annual cost of the product or service.
6.	Contract No.	The contract or purchase order number.
7.	Effective Date.	The begin date of the agreement or date the order was placed
8	End Date	The end date of the agreement or order. This may be the date of warranty or maintenance expiration in the case of an outright purchase.
9.	No. of Renewals	The number of renewals included in the original contract, agreement or purchase order.
10.	Renewal Periods Remaining	The number of renewals remaining.
11.	Site License Description	For site licenses, the description of the license.
12.	License No.	Any license number that may be associated with a site license.
13.	Service Provide FEIN	Federal Identification or Taxpayer Identification number used to identify the supplier.
14.	Service Provider Contact	Name of the contact for the supplier. Please use a person wherever possible.
15.	Service Provider Address	Address of the supplier where correspondence and orders are sent.



16.	Service Provider Phone	The telephone number of the supplier contact.
17.	Service Provider eMail	eMail address of the supplier contact.
18.	Service Provider Fax	Fax Number for the supplier contact.
19.	Description of the Contract	A description of the products and services acquired under this contract.
20.	Agency Contact Name	The name of the agency person responsible for this contract.
21.	Agency Contact Address	The address for the agency contact.
22.	Agency Contact Phone	The phone number for the agency contact.
23.	Agency Contact eMail	The eMail address for the agency contact
24.	Agency Contact Fax	The Fax number for the agency contact
25.	Availability of Electronic Version (Y or N)	A Y or N indicating whether an electronic copy of this contract or agreement is available (PDF or similar format)
26.	Issues that Warrant Immediate Attention (Y or N)	A Y or N indication whether, or not, there is immediate action (within 60 days of transition) that needs to be taken such as contract renewal, etc.
27.	Issues that Warrant Attention in the Next 6 Months (Y or N)	A Y or N indication whether action is required on this contract in the next 6 months to renew, re-bid, cancel or take some pro-active action.
28.	eVA Language (Y or N)	A Y or N indicating whether this agreement or contract contains the Commonwealth's standard eVA ordering language. If the order was issued through eVA enter a "Y".